

CONFIDENTIAL

20 FEB 1963

MEMORANDUM FOR: Executive Director

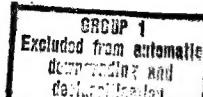
THROUGH : Deputy Director (Support)

SUBJECT : Physical Security of the Credit Union

1. This memorandum furnishes information in response to the concern expressed in your memorandum, dated 13 February 1963, to the Deputy Director (Support) that all necessary security measures are in effect to protect the funds of the Credit Union.

2. The security protection of the Credit Union and its activities receives constant attention from the Office of Security, working in close coordination with its Manager and his assistants. Its location in the center of the first floor, with the concentration of guards at the nearby guard offices and fixed posts, the controlled access to the building, our exposed badge system, and visitor escort and control, all create a more secure situation than was possible at the old buildings. In addition, money is delivered by Brinks armored truck and armed personnel directly to the Credit Union, whose personnel are bonded and whose funds are covered by insurance against loss by robbery, fraud, or other means.

3. The Credit Union offices are a Secure Area, with an inner vault, both protected by after-hours alarms. On pay days, when large sums of money are handled, an armed uniformed guard is posted at the offices. As the result of a security survey we made in April 1962, recommendations were made for an internal re-arrangement of the offices to separate the business dealings with Agency personnel from the counter money handling and vault money storage. Some practical administrative difficulties arose in effecting these changes, but we are advised that these have been resolved, the alteration work is being let by GSA on bids, and the work should be completed in April 1963. Daytime hold-up alarms, which we have ready to install, are awaiting this alteration work. An inner gate has



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been ordered for the money storage vault to give additional working day security.

4. A check is made at the Credit Union each month to watch the implementation of our security recommendations, and to observe what other and further security measures may appear desirable.

SIGNED

**Sheffield Edwards  
Director of Security**

**cc: DD/S**

Distribution:

Orig & 1 - Adse  
1 - DD/S  
1 - DD(PPS)  
1 - SPA(PPS)  
1 - Chrono

OS/SPA(PPS):JFMcI:jmj (19 Feb 63)

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**CONFIDENTIAL**

13 February 1963

MEMORANDUM FOR: Deputy Director/Support

SUBJECT : Physical Security of the Credit Union

1. The recent episode at the Bethesda Naval Hospital recalls to mind that I have orally expressed concern over the physical security of our Credit Union on payday when large amounts of cash are being handled. I realize that our situation is different from that of the Naval Hospital, and that all personnel in the building have been screened for admission. On the other hand, we know by sad experience that there occasionally slips through our system somebody whose motives are not of the best, and that temptation of this large amount of cash might prove to be too great. I am also concerned that we, ourselves, might be lulled into too great a sense of security concerning the protection of this money.

2. The purpose of this memorandum is to ask that you insure that all of the necessary security measures are in effect around the Credit Union, particularly on payday, and that everybody is especially alert to forestall armed robbery, etc.

Lyman B. Kirkpatrick  
Executive Director

Distribution:

Brig - DD/S:Subject

Sec 1 - D/Security

cc

1/14 12:30 PM, 63  
FEB 14 10 AM '63

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Rec'd 1/14 '63  
1/14 '63

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

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CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

*DW*  
FEB 18  
1963

TO	NAME AND ADDRESS	DATE	INITIALS
1	DD/S 7D 26	15 FEB 1963	<i>W</i>
2	Director of Security	2/18/63	<i>SE</i>
3	<input type="text"/> 25X1A	2/19/63	<i>WD</i>
4	<i>D Sec</i>		
5	<i>DD Sec</i>		
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

Remarks:

1 - 2:

Please look into this matter and prepare  
a brief report for the Executive Director.



L. K. W.

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FROM: NAME, ADDRESS AND PHONE NO.

DATE

Executive Director

13 Feb 63

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CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Director of Security	2/20	SL
2			
3	DD(PPS) - for mailing.	20 FEB 1963	
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	1	SIGNATURE

Remarks:

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FROM: NAME, ADDRESS AND PHONE NO.

DATE

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